



Northeastern University



©

Paralegal Professional Program

Spring 1992

- Paralegal Certificate Program
- Specialist courses and work shops for paralegal professionals
- Pre-Law Studies

**Choice of Campus Locations
Boston • Dedham • Woburn**

Welcome to Northeastern University's Center for Continuing Education

Whether you are a new participant or are a familiar friend, we'd like to take a moment to welcome you to Northeastern University's Center for Continuing Education. Headquartered at the University's Dedham Campus, the Center for Continuing Education is New England's richest resource for individual and corporate professional development. We offer the region's most comprehensive programs of study, including:

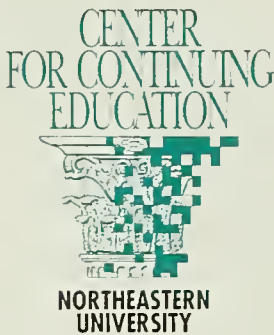
- Paralegal and Pre-Law Studies
- Test Preparation for Graduate School Admissions
- Engineering, Science and Information Technology
- Building Design and Construction
- Environmental Science and Regulatory Management
- Family Owned Business
- Insurance and Financial Services
- Urban Mass Transportation Management

About Our Programs

Whether you are an aspiring paralegal, a professional working in a law-related field, or you are planning to attend law school, the Paralegal Professional Program has something for you. Our **Paralegal Certificate Program** (*page 2*) is an intensive, 12-week training course designed to give participants hands-on practical paralegal training. Students receive a Certificate of Achievement upon successful completion of the program. Our **Specialist Courses and Workshops** (*page 5*) offer training on specific legal topics for any business professional needing to develop expertise. Our **Pre-Law Studies Program** (*page 8*) offers exposure to and practice of the skills critical to success in law school.

For More Information

Contact Ginny Mara at (617) 320-8000, ext. 8047 or Marge Duffy at (617) 320-8000, ext. 8024, or leave a message at the main switchboard, (617) 320-8000, ext. 8011.



Paralegal Certificate Program

What is a Paralegal?

A paralegal is a professional skilled in the delivery of legal services, working under the direction of an attorney. Paralegals are employed by private law firms, corporate offices, government agencies, banks, insurance companies...wherever legal work is part of "*doing business*". If you are looking for a challenging career, read on!

The Certificate Program

The Paralegal Certificate Program is an intensive 12-week course designed for qualified applicants who want exposure to the pragmatic aspects of the paralegal profession. Students have the opportunity to acquire a basic understanding of the law and what a paralegal's job entails. The curriculum reflects the demands of a busy general law practice and is conducted by professional paralegals and attorneys. This program does not presume any prior legal knowledge or experience.

Considering Law School?

If you think that law school may be in your future, the Paralegal Certificate Program is an excellent choice. The program may help you decide if you have a liking for or an aptitude for legal work. It also gives you an overview of five specific areas of law and the practical skills which may allow you to work in the legal field while attending law school.

Faculty

Our Paralegal Certificate Program is team-taught by professional paralegals and attorneys. The attorneys teach legal substance, explaining what the law is, while our paralegals focus on methodology and technique. Our students benefit in the classroom as our instructors teach their specialty, utilizing their expertise and experience as legal professionals. *See page 4 for a listing of our faculty.*

Class Schedule and Location

Boston classes begin the week of April 6, 1992 and are held two evenings per week (either Monday & Wednesday or Tuesday & Thursday) from 6:30 p.m. to 9:30 p.m. and six Saturdays during the term, 9:00 a.m. to 4:00 p.m. All Boston classes are held at the Northeastern University Main Campus on Huntington Avenue in Boston.

Dedham classes begin April 7, 1992 and are held two evening per week, Tuesday and Thursday, from 6:30 p.m. to 9:30 p.m. and six Saturdays during the term, 9:00 a.m. to 4:00 p.m. All Dedham classes are held at Northeastern University's Dedham Campus at 370 Common Street in Dedham.

Woburn classes begin March 30, 1992 and are held two evenings per week, Monday and Thursday, from 6:30 p.m. to 9:30 p.m. and six Saturdays during the term, 9:00 a.m. to 4:00 p.m. All Woburn classes meet at the corporate training facility of Software Know-How, conveniently located at the Baldwin Office Park in Woburn, with easy access to Routes 128, 93, and 3.

Admission Requirements

The Paralegal Certificate Program is an intensive course of study. In order to encourage demand of our graduates by prospective employers, we make every effort to select students who possess a high degree of motivation, intelligence, and communicative skills. The preferred candidate should have a bachelor's degree and/or several years work experience in the legal field.

Tuition

Tuition for the Paralegal Certificate Program is \$1,650. Deferred payment arrangements may be made. After you have been accepted into the program and have received a bill, contact the Bursar's office, at (617) 437-2270. Under this arrangement you will pay one-third by the first week of class, one-third by the fifth week of class, and the final third by the eighth week of class.

To Apply

To apply, candidates must submit an APPLICATION, a \$25 PROCESSING FEE (payable to Northeastern University), and TWO LETTERS OF RECOMMENDATION. Letters of recommendation should accompany the application, but may be sent separately. If sent separately, no decision will be made on the application until both letters are received. Notification of the status of the application will be mailed

shortly after submission. Details on how to reserve a place in the class will be included in the letter of acceptance. Admission to the program is limited so it is important to apply early. *See the application on page 11 for further instructions.*

Curriculum

To earn a certificate, participants will successfully complete all of the following content areas. The most appropriate sequence of topics will be scheduled by the Paralegal Program.

Probate

- Intestacy, Wills and Trusts
- Estate Administration
- Federal and State Estate Tax Preparation
- Closing the Estate

Real Estate

- How Property is Held
- Acquisition of Real Property
- Leases of Property
- Deeds, Mortgages and Easements
- Condominium Practice
- Real Estate Closings

Corporations

- Partnerships, Corporations, Trusts and Joint Ventures
- Organization of Corporations
- Articles of Organization, Minutes, Bylaws and Stocks
- Routine Maintenance of Corporations
- Termination of Corporate Existence

Litigation

- The Court System
- Litigation Procedure: Summons and Complaints, Service of Process
- Answers, Motions to Dismiss and Counterclaims
- Motions for Summary Judgement
- Interrogatories
- Depositions and Other Discovery Pleadings

Legal Research

- Library Research Skills
- Fact-Finding and Data Retrieval: Local, State and Federal Agencies, Registries and Courthouses, Municipal Records

Legal Ethics

- Situational Analysis of Ethical Dilemmas
- Confidentiality, Conflict of Interest, Moral vs. Legal Obligation, Insider Information

Here's What Our Graduates Say About the Paralegal Certificate Program:



Roxie Williams receives her paralegal certificate from faculty member John DeLuca.



Graduates of the first class to take place at the Dedham Campus receive their paralegal certificates at a reception at Henderson House in Weston.

"I found the program very enjoyable and have already experienced doors opening for job opportunities because of the knowledge I have obtained through the program."

— Leah Manganaro
(Fall 1991)

"I really enjoyed the program. I feel that I learned quite a lot and that I am ready to work in a law firm. The instructors were great and really keyed into what a paralegal does."

— Pamela O'Connell
(Fall 1991)

Paralegal Professional Program Faculty

Norman D. Bates, J.D.
Liability Consultants, Inc.

Joyce M. Fiocca Bold
David M. Blumenthal, J.D.
Blumenthal & DiLibero

Fred C. Chase, Jr., B.A.
Choate, Hall & Stewart

Colleen J. Connor, B.S.
Peabody & Arnold

Patrick J. Daly, J.D.
Adams & Blinn

John B. DeLuca, J.D.
Software Developers Co.

Patricia A. Desmond, B.A.
Hale & Dorr

Richard A. Feigenbaum, J.D.,
M.B.A., L.L.M.

Marcia A. Gerstenberg, B.S.
The Clean Harbors Companies

Scott M. Grant, J.D., L.L.M.
Reiser & Grant, P.C.

John W. Kelley, J.D.
Attorney at Law

Scott N. King, J.D., L.L.M.

Robert C. Macaulay, J.D.
Ropes & Gray

Catherine Marston
Law Office of Gary Kinsella

Gail McNeice, B.S.
Shaws Supermarkets, Inc.

Joan S. Pizanno, J.D.
Sherburne, Powers & Needham

John Ullian, M.Ed., J.D.
*Law Office of Leonard Ullian
and Associates*

Marianne White
Peabody & Brown

Karen Wright, B.A.
*Mintz, Levin, Cohn, Ferris,
Govlsky & Popeo*

Workshops and Courses to Specialize Your Skills

(not part of the certificate program curriculum)

Specialist Courses and Workshops

Specialist Courses and Workshops offer paralegals, legal assistants and other business professionals the opportunity for a more in-depth study of specialized aspects of the legal profession. These courses and workshops are intended for practicing professionals and/or graduates of a paralegal certificate program wanting to expand their legal expertise.

Format

Classes are offered in two formats: full length courses and intensive workshops. Courses meet one evening per week and are indicated by an asterisk (*) in the course description section following. Courses and workshops have unique schedules. Check the course description for specific dates, times, locations, and for tuition.

Faculty

Specialist Courses and Workshops are taught by attorneys and paralegals who are accomplished in the areas offered.

Academic Advisors

Scott N. King, J.D., L.L.M.

Joyce M. Fiocca Bold

Colleen J. Connor, B.S.

Registration for Specialist Courses and Workshops

Registration for Specialist Courses and Workshops is on an open enrollment basis. Participants may register for any Specialist Course or Workshop by mailing in the registration form provided on *page 11*, by faxing the form to the Paralegal Professional Program at (617) 326-8127, or by telephoning the program office at (617) 320-8000, ext. 8047.

Tuition

Tuition for Specialist Courses and Workshops varies, individual course prices accompany each course description. Payment may be made by check, Visa or MasterCard. Please do not send payment with your registration; the Bursar will bill you later.

Tuition Discount for Certificate Program Students/Graduates

Because we are committed to maintaining a high standard of excellence among our Certificate Program graduates, we offer alumni of Northeastern's Paralegal Certificate Program the opportunity to take our Specialist Courses and Workshops at a reduced tuition cost. See individual course descriptions for discount rates.

***Real Estate Title Examination - the Full Course**

This full-length course provides an in-depth, hands-on coverage of title examination... where to go, what to look for, how to find it and what it means. Participants gain an understanding of the various legal documents found in title examinations including deeds, mortgages (including transactions affecting mortgages), and assignments. The course discusses the distinctions between good, marketable, and defective titles and identifies remedies for curing title defects. Participants benefit from this full-length course which includes a discussion of the substance of the various documents and the factors which are critical to preparing a complete and accurate title examination.

Key #: 52610

Course #: BUS 5140-01

Thursdays, April 9-June 11, 1992

6-8 p.m.

Boston Downtown Campus, 5 Liberty Square

Tuition: \$345 (\$245 for Certificate Program Students / Graduates)

Environmental Law and Litigation

Environmental issues have dramatically affected many areas of the law since the U.S. Congress enacted CERCLA (the Superfund Act). This one-day workshop provides an overview of CERCLA and the Commonwealth's counterpart, M.G.L.21E, and its relationship to banking, real estate, and insurance law. Discussion focuses directly on the liability of persons and corporations under state and federal hazardous waste statutes.

Enforcement of environmental statutes by federal and state agencies has generated a substantial amount of complex litigation. Frequently, the ability of the litigation team to either win or settle upon favorable terms is contingent upon finding relevant documents in admissible form. This workshop focuses on teaching participants how to locate and identify important documents. Also presented are methods which help legal assistants meet deadlines and demands placed upon them by their supervising attorney, satisfy the client's desire to minimize expenses, and at the same time maintain the bureaucratic protocol imposed by the state and federal agencies.

In addition to lecture and discussion, students are provided with substantive material to assist them in accomplishing work assignments given to them by the attorneys for whom they work.

Key #: 52631
Course #: BUS 5139-01
Saturday, April 25, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

Legal Ethics

What you would...could...must do.

Observance of legal ethics can play a critical role in the outcome of court cases as well as one's professional integrity. This one-day workshop is designed to present a variety of common and not-so-common situations in which legal professionals may find themselves. Cases which involve confidentiality, conflict of interest, moral vs. legal obligation, insider information, etc. will be presented for class discussion. Participants identify the ethical problems and proceed to identify solutions which conform to legal ethical standards. The content of this course is beneficial for all legal professionals, especially those who have recently entered the paralegal profession.

Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

Key #: 52737 Course #: BUS 5135-45
Saturday, April 25, 1992, 9 a.m.-4 p.m.
Dedham Campus, 370 Common Street

Key #: 52693 Course #: BUS 5135-01
Saturday, May 9, 1992, 9 a.m.-4 p.m.
Boston Main Campus, 360 Huntington Avenue

Key #: 00175 Course #: BUS 5135-01
Saturday, June 6, 1992, 9 a.m.-4 p.m.
Boston Main Campus, 360 Huntington Avenue

The Paralegal's Role in the Estate Planning Process

This one-day workshop provides an emphasis on the practical nature of preparing a comprehensive estate plan and the significant role that a paralegal can play in the process. A factual case study of a typical family is presented and a questionnaire is prepared to determine the actual needs and concerns of the family to a variety of estate planning elements. Areas discussed include Medicaid and elderly planning, living wills, Durable Powers of Attorney to avoid costly probate proceedings, living trusts, and estate planning techniques.

Key #: 52651 Course #: BUS 5126-01
Saturday, May 16, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

The Paralegal Manager

Whether you work in a firm with established career paralegals or in a firm where the paralegal department is newly emerging, this one-day workshop will give you the background necessary to market yourself for the position of Paralegal Manager. Topics discussed include the types of functions a paralegal manager may perform depending on the type of firm; how to develop in-house, on-site, or other training programs; how to work effectively with attorneys and firm administration; and how to manage the paralegal staff as a profit center for the firm.

Key #: 52779
Course #: BUS 5127-01
Saturday, April 11, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

Medical Records

Using the case method, this one-day workshop focuses on the paralegal's role in the fact finding process for medical cases. Discussion focuses on reading medical records and bills and learning how to identify important facts needed by the attorney. Once facts are deemed important to the case, what additional information is required and how can the paralegal find this information.

Key #: 52672
Course #: BUS 5141-01
Saturday, May 2, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

Document Management for Paralegals

As the number of documents you deal with every day grows you need a method that reduces document collection to an easily managed set of indexes. This course points out the flaws in the document management techniques most commonly used in law offices, and demonstrates step by step what to do with large or small document collections to gain fingertip control of the information they contain. The course also explains what not to do, and why. Participants learn when and why to use the computer, and how it is likely to affect their work in the future. The methods covered - based on information retrieval science and used in mega-document litigation - can be applied in any practice area.

Key #: 00196
Course #: BUS 5138-01
Saturday, June 6, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$150 (\$100 for Certificate Program Students/Graduates)

Resume Writing Workshop for Paralegals

Does your resume send employers rushing to the phone to get you in for an interview or does it just lie there? Come spend the day brainstorming and working on your resume with a paralegal who reviews resumes and hires paralegals and someone with 10+ years of business experience. We will spend time in the Macintosh lab at Northeastern as well. Bring your own paper to print the final version of your resume. Limited to 15 participants.

Key #: 00219
Course #: BUS 5131-01
Saturday, June 20, 1992
9 a.m.-5 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: \$50

Pro Bono Opportunities for the Paralegal

Join us at a roundtable presentation with various individuals who work at agencies in the area which present opportunities for non-attorneys to play an active role. Whether they are human service oriented, or work in conjunction with the court system, these agencies offer an excellent opportunity for individuals to gain professional experience and make valuable contacts. You will also learn that many law firms who employ paralegals are active participants in pro bono work. Come with questions and enthusiasm for the tremendous opportunity these organizations provide to the community and paralegals alike.

Monday, May 18, 1992
6-8 p.m.
Boston Main Campus, 360 Huntington Avenue
Tuition: No Charge

Pre-Law Studies

The Pre-Law Studies portion of the Paralegal Professional Program has been designed to help you perform your best, both in applying to law school and upon entering.

The LSAT (Law School Admission Test) Preparation Course can help you learn and understand the format of this important examination and build your speed, competence, and confidence through a carefully planned study program. Once accepted into law school, the paper chase begins and our **Study Techniques Course** can help you enhance your academic performance. This 6-hour investment of time can save you many more times that amount during your law school career. Enrolling in the **Law School Preview** will allow you to get a sampling of what to expect as a first year law student, as well as to be exposed to the critical skills used by law students. Through active participation, you will have the opportunity to do assignments similar to those you will be expected to do in law school and therefore make your first year of law school more productive.

Registration for Pre-Law Studies Courses

Registration for Pre-Law Studies Courses is on an open enrollment basis. Participants may register for any Pre-Law Studies course by mailing in the registration form provided on *page 11*, by faxing the form to the Paralegal Professional Program at (617) 326-8127, or by telephoning the Paralegal Professional Program Office at (617) 320-8000, ext. 8047

Faculty

The Law School Preview Course is taught by Norman D. Bates, J.D., president and founder of Liability Consultants, Inc. Attorney Bates is a consultant to private industry in security and civil liability and is a court certified expert witness in litigation charging negligent security. Attorney Bates is also a member of the adjunct faculty at Northeastern University's College of Criminal Justice where he has taught classes at both the graduate and undergraduate levels for the past five years.

Other Pre-Law Studies courses are team-taught by attorneys and professional educators, with each instructor specializing in a particular area.

Law School Preview

Are you contemplating law school? Do you have what it takes to be a lawyer? This dynamic 24-hour program is designed to give participants a sampling of what to expect in law school. Participants are exposed to the critical skills necessary for law school, such as how to read cases and interpret them, the importance of the interpretation of words, the ability to recognize and be able to defend all sides of an issue or case. Students will read cases and fact patterns to develop analytical skills and will gain experience writing briefs. Other topics include legal terminology, an orientation to the legal system, court systems, and administrative bodies. The course concludes with a mock trial with students playing the roles of lawyers, witnesses, judge, and jury.

Law School Admission Test (LSAT) Preparation

This course provides a preparation for taking the LSAT examination and helps you sharpen the skills and gain the confidence that is essential to successful test taking. A review of the subject matter and sample questions found on the LSAT examination are provided, as well as test taking strategies. Topics include analytical reasoning techniques, logical reasoning, the writing sample, reading comprehension, time-saving methods, problem-solving techniques, and the role and rules of guessing. Registering for this course does not register you for the required examination. Applications for the LSAT may be obtained by writing to: Law School Admission Council/Law School Admission Services, Box 2000, Newtown, PA 18940.

Study Techniques for Better Academic Performance

Law school requires extensive amounts of reading, writing, and study and you must make the most efficient use of your time. Acquiring practical study skills will enhance your academic performance. This 6-hour mini-course introduces and reinforces the following tested study techniques: note-taking (*the Cornell method*); previewing, reading, and annotation of textbooks (*the SQ3R method*); thinking visually; preparing for exams; techniques for improving reading comprehension; and researching and writing papers.

Pre-Law Studies

Key #	Course #	Days	Class Meeting Dates	Times	Location	Tuition
Law School Preview						
00266	BUS 5130	Wed	June 17, 24, July 1, 8, 15, 22, 29, August 5	6-9 p.m.	Boston Main Campus	\$345*
LSAT Courses (Exam Dates: February 8 and June 15, 1992)						
52807	INT 5102	T/Th	May 19, 21, 26, 28, June 2, 4, 9, 11	6-10 p.m.	Boston Main Campus	\$485
52812	INT 5102	Thu	April 16, 23, 30, May 7, 14, 21, 28, June 4	6-10 p.m.	Liberty Square	\$485
52828	INT 5102	M/W	May 11, 13, 18, 20, 27, June 1, 3, 8	6-10 p.m.	Dedham	\$485
52833	INT 5102	T/Th	May 19, 21, 26, 28, June 2, 4, 9, 11	6-10 p.m.	Woburn	\$485
LSAT Weekend Courses						
00251	INT 5102	Sa/Su	May 30 & 31	9 a.m.-6 p.m.	Burlington Campus	\$335
00245	INT 5102	Sa/Su	June 6 & 7	9 a.m.-6 p.m.	Boston Main Campus	\$335
Study Techniques for Better Academic Performance						
52790	BUS 5137	Sat	May 2 & 9	9 a.m.-12 p.m.	Boston Main Campus	\$100

*\$245 for Northeastern University Paralegal Certificate Program Graduates/Students
Liberty Square Campus is located in Downtown Boston at the corner of Water and Kilby Streets.



General Administrative Information

Continuing Education Units (CEUs)

CEUs are nationally recognized measurements of participation in a qualified continuing education program. Students in the Certificate Program receive 10.4 CEUs upon satisfactory completion of the program. Most Specialist Courses, Workshops, and Pre-Law Studies Courses offer varying amounts of credit, depending on the nature and length of the course. A permanent university record is maintained by the registrar's office. Transcripts may be requested by calling the registrar's office at (617) 437-2302.

Withdrawal Policies and Procedure

Certificate Program, Specialist and Pre-law Courses

Students who withdraw from a course may be entitled to a refund based upon the following schedule:

First Class	100%
Second Class	75%
Third Class	50%
Fourth Class	25%

No tuition credit is allowed for withdrawal after the fifth meeting of the course.

One-Day Workshops/Study Techniques

Students cancelling registration less than five days before the starting date will be responsible for the full tuition.

LSAT Preparation Courses

Students who withdraw after the first, 4-hour session will be charged \$50 for administrative and textbook expenses. Students who withdraw after the second 4-hour session are responsible for 50% of the normal tuition rate. After the third session, no tuition refund will be given.

Procedure for Withdrawal

Students must notify the Paralegal Program of their intention to withdraw by calling (617) 320-8000, ext. 8047. Non-attendance or notification of faculty alone does not constitute official withdrawal, and refunds will not be granted on that basis.

Concerned where your career is headed?

Come to Our Open House

"Career Decisions for the 90's"

Northeastern University's Center for Continuing Education

Burlington Campus,

Wednesday, April 1st, 5:30-8:30 p.m.

The 1990s will be a decade of career focus and challenge. Competition, transition, growth and survival in an up-and-down economy are critical issues.

Talk with industry professionals about career development, employment alternatives, and educational opportunities that will keep you competitive and marketable. Also, meet our industry faculty and preview our spring courses, certificate programs and seminars. Explore the areas of:

- Paralegal and Pre-Law Studies
- Test Preparation for Graduate School Admissions
- Insurance and Financial Services
- Environmental Science and Regulatory Management
- Engineering, Science, and Information Technology
- Building Design and Construction

Call now to confirm your attendance, space is limited, (617) 437-5831.

Your attendance automatically enters your name in a drawing for a *free* Spring 1992 *Center for Continuing Education* course of your choice.

Accreditation

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc., and is an equal opportunity/affirmative action educational institution and employer. Tuition rates, all fees, rules, regulations, courses and course content are subject to revision by the President and Board of Trustees. Northeastern University reserves the right to cancel any course if minimum enrollments are not met.

Registration by mail is easy! Do not send tuition payment, we will bill you later.
Visa and MasterCard are accepted. If you have questions call (617) 320-8000, ext. 8047.

SPECIALIST COURSES OR WORKSHOPS AND PRE-LAW STUDIES COURSES: Complete just the top half of the form.

PARALEGAL CERTIFICATE PROGRAM: Complete this entire form and mail it, with a \$25 processing fee (payable to Northeastern University) and 2 letters of recommendation:

Mail to: Center for Continuing Education
Paralegal Professional Program
370 Common Street
Dedham, MA 02026-4097

A location map will be provided with your course confirmation about a week before classes begin.

Please Print

Social Security #				Birth Date		Have you ever taken a course in continuing education at Northeastern University? ☐ Yes ☐ No				Official Use Only			
Last Name: ☐ Mr. ☐ Ms.				First Name				M.I.		Employer Name			
Home Address Street & #								Business Address Street & #					
City		State	Zip	Home Phone ()			City		State	Zip	Bus. Phone ()		

For Specialist Workshop Only	KEY #	COURSE/SECTION #	COURSE TITLE	LOCATION

Date completed Northeastern University's Paralegal Certificate Program _____
Month Year

NOTE: Applicants for the PARALEGAL CERTIFICATE PROGRAM. complete the following section also.

High School _____ Graduation Date _____

College _____ Graduation Date _____ Major _____ Degree _____

Are you presently employed? _____ Length of employment: _____

Job title: _____

Have any of your jobs been in the field of law?

If yes, please explain: _____

Why do you wish to take the PARALEGAL CERTIFICATE PROGRAM?

Is there anything else you'd like us to know about you?

I would like to attend: Boston ☐ Monday/Wednesday ☐ Tuesday/Thursday
Dedham ☐ Tuesday/Thursday
Woburn ☐ Monday/Thursday
Quarter: ☐ Fall ☐ Winter ☐ Spring

Signature _____ Date _____

Intensive Paralegal Training

Our 12-week Paralegal Certificate Program is rigorous, but graduates say it's worth it.
See page 2.

Legal and Business Professionals

Brush up on the law with intensive Saturday workshops and evening courses on these specialized topics:

- NEW** ■ Environmental Law and Litigation
 - NEW** ■ Real Estate Title Examination - the Full Course
 - The Paralegal's Role in the Estate Planning Process
 - NEW** ■ Legal Ethics
 - The Paralegal Manager
 - Document Management for Paralegals
 - Resume Writing Workshop for Paralegals
 - NEW** ■ Medical Records
- See page 5 for details.*

Pre-Law Studies

The Pre-Law Studies Program is designed to help you perform your best, both in applying to law school and upon entering.

- Law School Preview
- LSAT Preparation Course
- Study Techniques Course

See page 8.

Northeastern University's Center for Continuing Education
presents an Open House

"Career Decisions for the 90s"

Wednesday, April 1st, 5:30-8:30 p.m.

Burlington Campus, 145 South Bedford Road

see page 10 for details



Northeastern University

Center for Continuing Education

Paralegal Professional Program

370 Common Street

Dedham, MA 02026-4097

Please leave the label attached, even if the mailing information is incorrect

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